

Clerical and Office Branch  
Office Machine Operation Group  
Police Series

**POLICE RECORDS SPECIALIST I**

12/92

*Summary*

Under general supervision, performs clerical tasks in Police Identification and Records section, and performs related work as assigned.

*Typical Duties*

Provides information, reports and records either in person or over the phone to the public or law enforcement personnel; reviews records requests for completeness and assists in filling out request forms; receives money for copies of reports; types routine correspondence and records; prepares materials for court presentation; locates and prints various computer documents from microfilm and optical system.

Receives, time-stamps, verifies, sorts, distributes police documents; uses computer to search for case numbers on forms missing data; inspects reports to withhold parts not available under Open Records Act; Texas Criminal Laws, Texas Family Code, Texas Motor Vehicle Laws and any applicable federal statute; types arrest documents from records sent by county jail; files documents and forms numerically or by other predetermined classification in automated storage and retrieval system.

Prepares documents for microfilming or scanning on optical system; reproduces records using microfilm and optical system; performs system backups and loading and unloading of platters on multi-user archival and retrieval system, and performs other system functions as required.

Operates office equipment such as typewriters; computer system equipment, cash registers, copy machines, calculator, multi-phone lines, automated and computerized storage and retrieval systems and fax machine, mug machine, microfilm equipment and multi-user archival and retrieval system (optical system).

*Minimum Qualifications*

Training and Experience: Graduation from high school or G.E.D. and two years of clerical experience including one year of public contact experience and one year experience using automated record keeping systems; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Good knowledge of office practices and procedures; good knowledge of business English, spelling, and arithmetic; some knowledge of the methods, practices and procedures of automated record keeping systems; some knowledge of the operation of computer system equipment.

Ability to explain policies, procedures, rules and regulations to the public courteously; ability to work quickly and accurately; ability to follow written and oral instructions; ability to type at thirty five (35) words per minute; ability to make simple routine arithmetic computations; ability to update and maintain records; ability to establish and maintain effective working relationships with fellow employees, officials and the general public.

*Special Requirement:* Must be willing to perform shift work; must pass a rigorous background investigation.

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Director of Personnel

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Department Head